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INSTITUTE  
of MUSEUM  
and LIBRARY  
SERVICES

# 2000 NATIVE AMERICAN LIBRARY SERVICES

*Grant Application  
and Guidelines*

*Application Deadlines:*

For Basic Library  
Services, March 1

For Technical  
Assistance, March 1

For Enhancement, May 1

*For information, call*

*IMLS: (202) 606-5227*

# NATIVE AMERICAN LIBRARY SERVICES

CFDA No. 45.311

## *Grant Application and Information*

Fiscal Year 2000

### What is IMLS?

The Institute of Museum and Library Services (IMLS), an independent agency within the Executive Branch, was established by Act of Congress in 1996 to improve museum, library and information services. Within IMLS, the Office of Museum Services was established to encourage and assist museums in modernizing their methods and facilities so that they may be better able to conserve our cultural, historic, and scientific heritage; and to ease the financial burden borne by museums as a result of their increasing use by the public. The Office of Library Services was established to consolidate Federal library programs, to stimulate excellence and promote access to resources in all types of libraries for individuals of all ages, to promote library services that provide access to information through electronic networks, to provide linkages among and between libraries and to promote targeted library services to people of diverse backgrounds and abilities.

IMLS provides support to all types of libraries through grants to States and through discretionary programs. IMLS is the only Federal agency that provides general operating support for museums of all disciplines. For many museums, IMLS is the only source of Federal support. The National Museum Services Board, a Presidentially-appointed body of fifteen voting members advises the Director on program policies for the Office of Museum Services. The National Commission on Libraries and Information Science, a Presidentially-appointed body of fifteen voting members advises the Director on program policies for the Office of Library Services.

For more information call or write:  
Institute of Museum and Library Services  
1100 Pennsylvania Avenue, NW  
Washington, DC 20506  
(202) 606-5227

E-mail: [imlsinfo@imls.gov](mailto:imlsinfo@imls.gov)  
Web site: <http://www.imls.gov/>

TTY (for hearing-impaired people): (202) 606-8636

Visually or learning disabled people may obtain assistance in acquiring a cassette recording of this or any other IMLS grant information and guidelines booklet by contacting IMLS.

### Burden Estimate and Request for Public Comments

The time required to complete this information collection is estimated to average two hours per response for a Basic Grant, two hours per response for a Technical Assistance Grant, and ten hours per response for an Enhancement Grant. This estimate includes the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Institute of Museum and Library Services, 1100 Pennsylvania Avenue, NW, Room 510, Washington, DC 20506; and to the Office of Management and Budget, Paperwork Reduction Project (3137-0001), Washington, DC 20503.



INSTITUTE  
of MUSEUM  
and LIBRARY  
SERVICES

Dear Colleague:

It is a pleasure to present the guidelines for the FY 2000 Institute of Museum and Library Services Native American Library Services grants. In 1999 we made Basic Library Services Grants to 205 American Indian tribes and Alaska Native villages. Thirty-eight of these applicants also requested and will receive consulting services through Technical Assistance Grants. In addition, we received 44 applications for competitive Enhancement Grants and made 13 awards.

IMLS grants are designed to help Native American libraries overcome many of the challenges they face and improve services to their communities. The Institute encourages libraries to use technology to bring information to people in new and interesting ways. At the same time, these grants support a range of traditional library services to ensure that users have access to all the kinds of information they need and want.

Grant funds may be used to improve services to underserved communities and to persons who have difficulty using a library. They may also be used to establish or enhance electronic linkages with other libraries and service organizations, to promote the use of electronic networks, and to encourage the sharing of resources within and among communities.

It has been my pleasure to meet and talk with many of you who are working to improve library services to Native Americans, and I look forward to continuing a rewarding relationship.

Sincerely,

Beverly Sheppard  
Acting Director



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**PART 1**

**GENERAL  
INFORMATION**





## How to Use These Guidelines

These guidelines are divided into four sections. Read Section 1 for general information on the purpose of the programs and about eligibility. Read Sections 2-4 for specific information on each of the three categories of support.

Potential applicants should read the entire section for the type of support they are considering before preparing the application. The Office of Library Services staff is available to answer questions by telephone at 202/606-5227 or by email at [imlsinfo@imls.gov](mailto:imlsinfo@imls.gov).

## General Information

The Native American Library Services program marks new opportunities for improved library services for an important part of the nation's community of library users. The IMLS Native American Library Services program offers three types of support in order to serve the range of needs of Indian tribes and Alaska Native villages. The three types of support are:

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### BASIC LIBRARY SERVICES GRANTS

These small grant awards support core library operations on a non-competitive basis to all eligible Indian tribes who apply for support. These grants ensure a minimum level of public library service (see section 2 of these guidelines);

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### TECHNICAL ASSISTANCE GRANTS

Technical Assistance Grants are intended to heighten the level of professional proficiency of library staff. These small non-competitive grants provide support for professional assessments of a full range of library services and advice for improvement (see section 3 of these guidelines); and

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### ENHANCEMENT GRANTS

Enhancement Grants support activities to advance the applicant library's operations to new levels of service for activities specifically identified in the Library Services and Technology Act. These competitive grants are intended to encourage the implementation of both mainstream and innovative library practices (see section 4 of these guidelines).

The Institute of Museum and Library Services is pleased to invite applications for the Native American Library Services program. These guidelines reflect a recognition of a history of sound service by the precursor to this program within the U. S. Department of Education, the expressed need of former program participants and opinions of other representatives of the Indian tribes and Alaska Native villages.

## Applicant Eligibility

To be eligible to receive funds under this grant program, the applicant must comply with the definitions set out in the Library Services and Technology Act of the Museum and Library Services Act of 1996. Indian tribes and Alaska Native villages are eligible to apply.

The term “Indian tribe” means any tribe, band, nation, or other organized group or community, including any Alaska Native village, regional corporation, or village corporation, as defined in or established pursuant to the Alaska Native Claims Settlement Act (43 U.S.C. 1601 et seq.), which is recognized by the Secretary of the Interior as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. Except for recognized Alaska corporations, eligible entities are listed on the Bureau of Indian Affairs web site (<http://www.doi.gov/bureau-indian-affairs.html>).

Entities such as schools, tribal colleges, departments of education, or libraries are not eligible applicants, although they may be involved in the administration of this program.

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**PART 2**

**BASIC  
LIBRARY  
SERVICES  
GRANT**



## Basic Library Services Grants

### ELIGIBILITY

Indian tribes and Alaska Native villages or corporations which are recognized by the Department of Interior are eligible to apply for Basic Library Services Grants (Basic Grants).

### PURPOSE OF PROGRAM

A Basic Grant is available only to support existing library operations. Applicants will be required to document ongoing levels of library service in the “Institutional Profile” section of the application. At a minimum, an existing library should be able to document three basic criteria: regularly scheduled hours, staff, and materials available for library users.

### HOW ARE GRANTS MADE?

Basic Grants are non-competitive grants to eligible tribal libraries to be distributed in equal amounts among all eligible applicant tribes.

## Conditions of a Grant

### USE OF FUNDS

Funds may be used for ongoing library services for the tribal community provided by an established library, to improve existing library services or to implement new library services as part of an established library, particularly as they relate to:

- establishing or enhancing electronic linkages among or between libraries;
- electronically linking libraries with educational, social, or information services;
- assisting libraries in accessing information through electronic networks;
- encouraging libraries in different areas, and encouraging different types of libraries, to establish consortia and share resources;
- paying costs for libraries to acquire or share computer systems and telecommunications technologies; and
- targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line.

The services listed above are not in priority order and all are of equal importance. Funds may be used for such costs as salaries for library personnel, planning and needs assessments, inservice training of library personnel, library materials (including books, journals, electronic resources and equipment), library supplies, telecommunication services and equipment and fees for participation in networks and consortia that provide the library with direct services.

#### LIMITS ON USE OF FUNDS

An Indian tribe may submit only one application for a Basic Grant in a fiscal year.

Grant funds may not be used for construction, contributions to endowment funds, social activities, ceremonies, entertainment, pre-grant costs, or indirect costs. Government-wide cost principles apply.

#### LONG RANGE PLAN

An applicant is required to submit with the application a Long Range Plan for library services, including projected interactions with other community organizations and schools.

“Long Range Plan” means a three-year plan identifying community needs and outlining goals, objectives, and activities responding to those needs. The plan should include a description of an evaluation process to demonstrate progress toward goals and objectives. The plan must be approved by the library or other appropriate governing body. The plan submitted in 2000 would be for the years 2001 to 2003.

#### GRANT PERIOD

All funds must be obligated within the grant period and expended within 90 days after the close of the grant period. The grant period begins October 1, 2000 and ends no later than September 30, 2001. No extensions to the grant period will be allowed.

#### AMOUNT OF GRANT

The estimated amount of grant for FY 2000 is \$4,000. Prepare a budget based on the estimated grant award, no more or no less. The final amount will be determined after all applications have been received and eligibility has been determined. Grants will be made in September 2000 from FY 2000 funds.

#### MAINTENANCE OF EFFORT

An Indian tribe receiving a Basic Grant should expend the same amount for library services, exclusive of the grant amount, during the grant period that was expended in the 12-month period immediately preceding the grant period. The Basic Grant is not intended to replace funds allocated for library services by the tribe.

#### NOTIFICATION OF GRANT AWARD

No information about the status of an application will be released until all applications have been reviewed and all negotiations are concluded. IMLS will notify applicants of final decisions in July 2000.

## **PAYMENT, ACCOUNTING, AND REPORTING PROCEDURES**

A Federal accounting office handles the payment of Native American Library Services grants. Payments are made electronically within three weeks after recipients return the Automated Clearing House form which is included in the grant award notification.

IMLS requires grant recipients to maintain a restricted account for funds received during the grant period. They do not need to maintain a separate bank account for IMLS funds; however, they must establish and maintain a separate accounting category within an internal accounting system to show that IMLS funds have been used for grant costs only. This restricted accounting record must be adequate to satisfy normal auditing procedures. Grants are subject to the provisions of Office of Management and Budget audit requirements.

A final performance report must be submitted no later than December 31, 2001. IMLS will establish final reporting requirements.

## **PREPARING THE APPLICATION**

An applicant requesting Basic Grant support should complete the application and submit it with the Assurances form signed by the authorized certifying tribal official. Submit the complete Assurances form, not just the signed page.

The applicant must submit one application with original signature(s) of authorizing official(s) on the Assurances form. Photocopies or stamps of signatures will not be accepted on the original. Include a second copy of the entire application.

Do not place the original or copy in a binder or notebook.

## Sending the Application to IMLS

Mail or hand-deliver applications to:

Office of Library Services, Room 802  
Institute of Museum and Library Services  
1100 Pennsylvania Avenue NW  
Washington, DC 20506

Within 15 days after the application deadline, IMLS will mail applicants an acknowledgment form with an application log number. If this form is not received, contact IMLS to make sure the application was received.

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**HAND  
DELIVERY**

IMLS accepts hand-delivered applications between 9:00 a.m. and 4:30 p.m. (Eastern Time) daily, except Saturday, Sunday and Federal holidays. IMLS will provide a dated receipt at the time of delivery.

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**MAIL  
DELIVERY**

Mailed applications must be postmarked no later than the application deadline:

**March 1, 2000**

IMLS may ask for proof of mailing if the postmark date on the package cannot be read.

IMLS will accept a legible receipt stamped by the U.S. Postal Service or a legible dated shipping label, invoice or receipt from a commercial carrier. IMLS will not accept private metered postmarks or private mail receipts unless they contain a legible date stamped by the U. S. Postal Service.

IMLS recommends certified or registered mail, “return receipt requested,” when using the U.S. Postal Service.

*Note: The U. S. Postal Service does not always postmark a package when it receives one. Ask to have the package dated, then verify that it is properly date stamped.*

**Applications that do not meet the postmark deadline will be rejected.**



# Application for Basic Library Services Grant

1. Name of Tribe or Alaska Village/Corporation

2. Applicant's Mailing Address

3. City

4. State

5. ZIP Code

6. Name of Tribe's Chief Executive

7. Business Phone of Chief Executive

8. Name of Project Contact ☐ Mr. ☐ Ms. ☐ Dr.

9. Business Phone of Project Contact

10. Affiliation of Contact (name of library, school, etc.)

11. Project Contact's Mailing Address

12. City

13. State

14. ZIP Code

15. FAX Number of Contact (if available)

16. E-mail Address of Project Contact (if available)

17. Institutional Profile

Schedule of open hours

Number of library staff

Number of circulation transactions per year

Number of holdings (books, subscriptions, media)

Does the library have access to the Internet?

Does the library provide public access to the Internet?

Amount of operating budget for library services in most recently completed fiscal year

Part-time \_\_\_\_\_ Full-time \_\_\_\_\_

18. Identify which, if any, of the following activities will be supported by the Basic Grant funds:  
(please circle all that apply)

- establishing or enhancing electronic linkages among or between libraries;
- electronically linking libraries with educational, social, or information services;
- assisting libraries in accessing information through electronic networks;
- encouraging libraries in different areas, and encouraging different types of libraries, to establish consortia and share resources;
- paying costs for libraries to acquire or share computer systems and telecommunications technologies; and
- targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line.

The activities listed above are not in priority order and all are of equal importance.

**PLEASE TURN PAGE FOR NARRATIVE QUESTIONS**

PLEASE RESPOND TO ITEMS 19 THROUGH 21 ON A SEPARATE SHEET OF PAPER.

**19. Description of Activities:** List and describe the activities and services supported by the Basic Grant. Do not copy and repeat the services listed in item 18.

*Example:* Extend library staff hours to open library on weekends.

**20. Spending plan:** List each specific activity/service described in question 19 and provide an itemized breakdown of costs for each activity. No indirect costs are allowed. *Example:* Staff to cover weekend hours - \$6.00/hr. x 10 hours/week x 52 weeks = \$3120.00

**21. Long Range Plan:** On a separate page, attach a three-year plan for library services covering the years 2001 to 2003. The plan should identify community needs and how the library will address those needs. Include library interactions with other community organizations. State the library's goals, objectives, and the activities implemented to achieve those goals. The long range plan should include an evaluation plan which will demonstrate progress toward reaching the library's goals. Use the outline below:

- I. Statement of needs and project goals
- II. Objectives you plan to accomplish
- III. Activities you will undertake to achieve your objectives
- IV. Evaluation plan (be specific)

**22. Maintenance of Effort --** Indicate how library services expenditures for the 12-month grant period will be maintained at the same level as the 12-month period preceding the grant period.

Please check the appropriate response:

\_\_\_\_\_ FY 2000 expenditures will equal or exceed previous 12-month grant period. Maintenance of effort is assured.

\_\_\_\_\_ FY 2000 expenditures will not equal or exceed previous 12-month expenditure. Maintenance of effort is not assured.

\_\_\_\_\_ The tribe does not spend its own funds to support the library. Maintenance of effort does not apply.

## IMLS Assurances

*The IMLS is required to obtain from all applicants certifications regarding federal debt status, debarment and suspension, non-discrimination, and a drug-free workplace. Applicants requesting more than \$100,000 in grant funds must also certify regarding lobbying activities and may be required to submit a "Disclosure of Lobbying Activities" (Standard Form LLL). Some applicants will be required to certify that they will comply with other federal statutes that pertain to their particular situation. These requirements are incorporated in the assurances statement below. Review the Statement and sign the certificate at the end. If you receive a grant, you must comply with these requirements.*

### ASSURANCES STATEMENT

By signing the application form, the authorizing official, on behalf of the applicant, assures and certifies that, should a grant be awarded, the applicant will comply with the statutes outlined below and all related IMLS regulations. These assurances are given in connection with any and all financial assistance from the Institute of Museum and Library Services after the date this form is signed, but may include payments after this date for financial assistance approved prior to this date. These assurances shall obligate the applicant for the period during which the Federal financial assistance is extended. The applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in these assurances, and that the United States government has the right to seek judicial enforcement of these assurances, which are binding on the applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears on the application form.

### I. CERTIFICATIONS REQUIRED OF ALL APPLICANTS

#### FINANCIAL, ADMINISTRATIVE, AND LEGAL ACCOUNTABILITY

The undersigned, on behalf of the applicant, certifies that the applicant has legal authority to apply for Federal assistance and the institution, managerial, and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.

#### FEDERAL DEBT STATUS

The undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any federal debt.

#### DEBARMENT AND SUSPENSION

The undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that neither the applicant, nor its principals:

- A. are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- B. have within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, or in connection with a violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- C. are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and

- D. have within a three-year period preceding this application/proposal had one or more public transactions (federal, state or local) terminated for cause or default.

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**NON -  
DISCRIMINATION**

The undersigned, on behalf of the applicant, certifies that the applicant will comply with the following nondiscrimination statutes and their implementing regulations:

- (a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 *et seq.*), which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity receiving Federal financial assistance;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*), which prohibits discrimination on the basis of disability in Federally-assisted programs;
- (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-83, 1685-86), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance;
- (d) the Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*), which prohibits discrimination on the basis of age in Federally-assisted programs;

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**DRUG - FREE  
WORKPLACE  
ACT OF  
1988**

- A. The undersigned, on behalf of the applicant, certifies that the applicant will or will continue to provide a drug-free workplace by
- (a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the action that will be taken against employees for violation of such prohibition;
  - (b) establishing an ongoing drug-free awareness program to inform employees about:
    - 1. the dangers of drug abuse in the workplace;
    - 2. the grantee's policy of maintaining a drug-free workplace;
    - 3. any available drug counseling, rehabilitation, and employee assistance programs; and
    - 4. the penalties that may be imposed on employees for drug abuse violations occurring in the workplace;
  - (c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
  - (d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
    - 1. abide by the terms of the statement; and
    - 2. notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;
  - (e) notifying the agency in writing within ten (10) calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the federal agency has designated a

central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant;

- (f) taking one of the following actions within thirty (30) days of receiving notice under subparagraph (d)(2) with respect to any employee who is so convicted:
    - 1. taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*); or
    - 2. requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law or other appropriate agency;
  - (g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
- B. The applicant shall either identify the site(s) for the performance of work done in connection with the project in the application material or shall keep this information on file in its office so that it is available for federal inspection. The street address, city, county, state, and zip code should be provided whenever possible.

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**LOBBYING  
ACTIVITIES  
(APPLIES  
TO  
APPLICANTS  
REQUESTING  
FUNDS IN  
EXCESS OF  
\$ 100,000)**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into of a cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than appropriated federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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**GENERAL  
CERTIFICATION**

The undersigned, on behalf of the applicant, certifies that the applicant will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the program.

**II. CERTIFICATIONS REQUIRED OF SOME APPLICANTS**

The following certifications are required if applicable to the project for which an application is being submitted. Applicants should be aware that additional federal certifications, not listed below, might apply to a particular project.

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**HISTORIC  
PROPERTIES**

The undersigned, on behalf of the applicant, certifies that the applicant will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470f), Executive Order (E.O.) 11593, and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. § 469 *et seq.*).

*For further information on the certifications, contact IMLS at 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506*

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**CERTIFICATION  
OF  
AUTHORIZING  
TRIBAL  
OFFICIAL**

*(The applicant organization's authorizing official should sign the following certification **after** all other parts of the application form have been completed)*

I have examined this application and I hereby certify on behalf of the applicant organization that:

- 1) the information provided is true and correct; *and*
- 2) all requirements for a complete 2000 IMLS Basic Library Services Grant application have been fulfilled; *and*
- 3) the applicant is providing and will comply with the applicable certifications regarding federal debt status, debarment and suspension, non-discrimination, drug-free workplace, and lobbying activities, as set forth in the Assurances Statement above.

Should my organization receive a grant, the organization and I will comply with all requirements of the IMLS Grants Regulations (45 CFR 1180), all statutes outlined above, and all other applicable Federal statutes and regulations.

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 Signature of Authorizing Official

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 Date

---

 Name and Title of Authorizing Official (Type or Print)

## Checklist for Basic Grant Application

Before mailing your application, please make certain that you have taken the following steps:

### Please check

Completed **all** sections of the application form.

\_\_\_\_\_

Listed the tribe, Alaska village or Alaska corporation as the name of the applicant. Schools, tribal colleges, departments of education or libraries are not eligible applicants, although they may be involved in the administration of this program.

\_\_\_\_\_

Included a long range plan.

\_\_\_\_\_

Included an Assurance form signed by the authorized certifying tribal official. The authorized certifying official is often the tribal chief executive or their authorized designee. The required signature must be an original, not a photocopy or stamp.

\_\_\_\_\_

Included the original and a copy of the complete application form.

\_\_\_\_\_

**Please include a copy of the completed checklist when you mail the application.**





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**PART 3**

**TECHNICAL  
ASSISTANCE  
GRANT**



## Technical Assistance Grants

### ELIGIBILITY

Indian tribes and Alaska Native villages are eligible to apply for Technical Assistance Grants only if they are also applying for a Basic Library Services Grant in the same fiscal year.

A Technical Assistance Grant is available only to support existing library operations. Applicants will be required to document ongoing levels of library service in the “Institutional Profile” section of the application.

### PURPOSE OF PROGRAM

Non-competitive grants are for established libraries to receive technical assistance in order to improve library services. Technical assistance refers to a consultant visiting a library for the purposes of providing an onsite assessment of the library’s operations. The assessment may involve one or all of the library’s services. An overall assessment of the effectiveness of library operations may include staffing, financial management, types and levels of services, and collections development and management.

The assessment will include an analysis of the current status of operations and recommendations for improvement. Depending on the needs of the library, the assessment may result in a general plan addressing all aspects of the library’s operations or very specific advice on how to provide a particular service. The final product will be a written report with recommendations.

Technical assistance does not refer to purchasing “technical” equipment.

### HOW ARE GRANTS MADE?

Grants are made on a non-competitive basis to tribes having established library services.

## Conditions of a Grant

### USE OF FUNDS

Funds may be spent for travel of consultant, consultant’s honorarium, communication, and materials for implementing recommendations.

Grant amounts may be no more than \$2000.

Below are recommendations of costs per typical budget categories; however, funds may be allocated as needed especially if travel to a remote area is involved.

Honorarium	up to \$400
Travel	up to \$800
Communication	up to \$200
Materials	up to \$600

#### **A P P L I C A N T   C O N T R I B U T I O N S**

If the applicant has identified an appropriate consultant, a copy of the consultant's resume should be submitted for IMLS staff consideration. For applicants needing assistance in identifying a consultant, IMLS staff will provide funded grantees with a list of potential consultants. Once IMLS provides a list, the grantee should work directly with the consultant.

The grantee will select and contact the consultant, arrange for and manage the site visit, and reimburse the consultant's expenses. The consultant will provide a written assessment report of library operations and submit it to the library staff within four weeks of the visit. The grantee accepts the responsibility for requiring the consultant to provide a written report to the library and to IMLS. The grantee will send a copy of the consultant's written report to IMLS along with the final report. The grantee is expected to contribute library staff time to the planning and implementation of the assessment.

#### **G R A N T   P E R I O D**

The grant period may be up to one year, beginning no earlier than October 1, 2000, and ending no later than September 30, 2001. All funds must be obligated within the grant period and expended within 90 days after the close of the grant period. A one-time no-cost extension of no more than one year may be granted at the discretion of the Director, Office of Library Services.

#### **L I M I T S   O N   U S E   O F   F U N D S**

An Indian tribe may submit only one application for technical assistance in a fiscal year.

Grant funds may not be used for construction, contributions to endowment funds, social activities, ceremonies, entertainment, pre-grant costs, or indirect costs. Government-wide cost principles apply.

#### **N O T I F I C A T I O N   O F   G R A N T**

No information about the status of an application will be released until all applications have been processed and all negotiations are concluded. IMLS will notify applicants of final decisions in July 2000.

#### **P A Y M E N T ,   A C C O U N T I N G ,   A N D   R E P O R T I N G   P R O C E D U R E S**

A Federal accounting office handles the payment of Native American Library Services grants. Payments are made electronically within three weeks after recipients return the Automated Clearing House form which is included in the grant award notification.

IMLS requires grant recipients to maintain a restricted account for funds received during the grant period. They do not need to maintain a separate bank account for IMLS funds; however, they must establish and maintain a separate accounting category within an internal accounting system to show that the IMLS funds have been used for grant costs only. This restricted accounting record must be adequate to satisfy normal auditing procedures. Grants are subject to the provisions of Office of Management and Budget audit requirements.

A final performance report and a copy of the consultant's report must be submitted no later than December 31, 2001. IMLS will establish final reporting requirements.

#### **PREPARING THE APPLICATION**

An applicant requesting a Technical Assistance Grant should complete the application and submit it with the Assurances form signed by the authorized certifying tribal official. Submit the complete Assurances form, not just the signed page.

The applicant must submit one application with original signature(s) of authorizing official(s) on the Assurances form. Photocopies or stamps of signatures will not be accepted on the original form. Include a second copy of the entire application.

Do not place the original or copy in a binder or notebook.

## Sending the Application to IMLS

Mail or hand-deliver applications to:

Office of Library Services, Room 802  
Institute of Museum and Library Services  
1100 Pennsylvania Avenue NW  
Washington, DC 20506

Within 15 days after the application deadline, IMLS will mail applicants an acknowledgment form with an application log number. If this form is not received, contact IMLS to make sure the application was received.

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### HAND DELIVERY

IMLS accepts hand-delivered applications between 9:00 a.m. and 4:30 p.m. (Eastern Time) daily, except Saturday, Sunday and Federal holidays. IMLS will provide a dated receipt at the time of delivery.

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### MAIL DELIVERY

Mailed applications must be postmarked no later than the application deadline:

**March 1, 2000**

IMLS may ask for proof of mailing if the postmark date on the package cannot be read.

IMLS will accept a legible receipt stamped by the U.S. Postal Service or a legible dated shipping label, invoice or receipt from a commercial carrier. IMLS will not accept private metered postmarks or private mail receipts unless they contain a legible date stamped by the U. S. Postal Service.

IMLS recommends certified or registered mail, "return receipt requested," when using the U.S. Postal Service.

*Note: The U. S. Postal Service does not always postmark a package when it receives one. Ask to have the package dated, then verify that it is properly date stamped.*

**Applications that do not meet the postmark deadline will be rejected.**

## Application for Technical Assistance Grant

1. Name of Tribe or Alaska Village/Corporation

2. Applicant's Mailing Address

3. City

4. State

5. ZIP Code

6. Name of Tribe's Chief Executive

7. Business Phone of Chief Executive

8. Name of Project Contact ☐ Mr. ☐ Ms. ☐ Dr.

9. Business Phone of Project Contact

10. Affiliation of Contact (name of library, school, etc.)

11. Project Contact's Mailing Address

12. City

13. State

14. ZIP Code

15. FAX Number of Contact (if available)

16. E-mail Address of Project Contact (if available)

17. Institutional Profile

Schedule of open hours

Number of library staff

Number of circulation transactions per year

Number of holdings (books, subscriptions, media)

Does the library have access to the Internet?

Does the library provide public access to the Internet?

Amount of operating budget for library services in most recently completed fiscal year

Part-time \_\_\_\_\_

Full-time \_\_\_\_\_

PLEASE TURN PAGE FOR NARRATIVE QUESTIONS

PLEASE ANSWER THE FOLLOWING QUESTIONS IN THE SPACE PROVIDED OR ON A SEPARATE SHEET OF PAPER (ONE SHEET OR LESS):

**18.** Will the assessment be an overall assessment of library operations or an assessment of a specific activity/service? Describe the type of assessment you are requesting. How is the assessment appropriate to the library's needs?

**19.** Please submit the name and attach a copy of the resume of a consultant, or indicate if you would like information on identifying a consultant.



## IMLS Assurances

*The IMLS is required to obtain from all applicants certifications regarding federal debt status, debarment and suspension, non-discrimination, and a drug-free workplace. Applicants requesting more than \$100,000 in grant funds must also certify regarding lobbying activities and may be required to submit a "Disclosure of Lobbying Activities" (Standard Form LLL). Some applicants will be required to certify that they will comply with other federal statutes that pertain to their particular situation. These requirements are incorporated in the assurances statement below. Review the Statement and sign the certificate at the end. If you receive a grant, you must comply with these requirements.*

### ASSURANCES STATEMENT

By signing the application form, the authorizing official, on behalf of the applicant, assures and certifies that, should a grant be awarded, the applicant will comply with the statutes outlined below and all related IMLS regulations. These assurances are given in connection with any and all financial assistance from the Institute of Museum and Library Services after the date this form is signed, but may include payments after this date for financial assistance approved prior to this date. These assurances shall obligate the applicant for the period during which the Federal financial assistance is extended. The applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in these assurances, and that the United States government has the right to seek judicial enforcement of these assurances, which are binding on the applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears on the application form.

### I. CERTIFICATIONS REQUIRED OF ALL APPLICANTS

#### FINANCIAL, ADMINISTRATIVE, AND LEGAL ACCOUNTABILITY

The undersigned, on behalf of the applicant, certifies that the applicant has legal authority to apply for Federal assistance and the institution, managerial, and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.

#### FEDERAL DEBT STATUS

The undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any federal debt.

#### DEBARMENT AND SUSPENSION

The undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that neither the applicant, nor its principals:

- A. are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- B. have within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, or in connection with a violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- C. are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and

- D. have within a three-year period preceding this application/proposal had one or more public transactions (federal, state or local) terminated for cause or default.

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**NON -  
DISCRIMINATION**

The undersigned, on behalf of the applicant, certifies that the applicant will comply with the following nondiscrimination statutes and their implementing regulations:

- (a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 *et seq.*), which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity receiving Federal financial assistance;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*), which prohibits discrimination on the basis of disability in Federally-assisted programs;
- (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-83, 1685-86), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance;
- (d) the Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*), which prohibits discrimination on the basis of age in Federally-assisted programs;

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**DRUG-FREE  
WORKPLACE  
ACT OF  
1988**

- A. The undersigned, on behalf of the applicant, certifies that the applicant will or will continue to provide a drug-free workplace by
- (a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the action that will be taken against employees for violation of such prohibition;
  - (b) establishing an ongoing drug-free awareness program to inform employees about:
    - 1. the dangers of drug abuse in the workplace;
    - 2. the grantee's policy of maintaining a drug-free workplace;
    - 3. any available drug counseling, rehabilitation, and employee assistance programs; and
    - 4. the penalties that may be imposed on employees for drug abuse violations occurring in the workplace;
  - (c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
  - (d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
    - 1. abide by the terms of the statement; and
    - 2. notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;
  - (e) notifying the agency in writing within ten (10) calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the federal agency has designated a

central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant;

- (f) taking one of the following actions within thirty (30) days of receiving notice under subparagraph (d)(2) with respect to any employee who is so convicted:
  - 1. taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*); or
  - 2. requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law or other appropriate agency;
- (g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

- B. The applicant shall either identify the site(s) for the performance of work done in connection with the project in the application material or shall keep this information on file in its office so that it is available for federal inspection. The street address, city, county, state, and zip code should be provided whenever possible.

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**LOBBYING  
ACTIVITIES  
(APPLIES  
TO  
APPLICANTS  
REQUESTING  
FUNDS IN  
EXCESS OF  
\$100,000)**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into of a cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than appropriated federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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**GENERAL  
CERTIFICATION**

The undersigned, on behalf of the applicant, certifies that the applicant will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the program.

**II. CERTIFICATIONS REQUIRED OF SOME APPLICANTS**

The following certifications are required if applicable to the project for which an application is being submitted. Applicants should be aware that additional federal certifications, not listed below, might apply to a particular project.

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**HISTORIC  
PROPERTIES**

The undersigned, on behalf of the applicant, certifies that the applicant will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470f), Executive Order (E.O.) 11593, and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. § 469 *et seq.*).

*For further information on the certifications, contact IMLS at 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506*

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**CERTIFICATION  
OF  
AUTHORIZING  
TRIBAL  
OFFICIAL**

*(The applicant organization's authorizing official should sign the following certification **after** all other parts of the application form have been completed)*

I have examined this application and I hereby certify on behalf of the applicant organization that:

- 1) the information provided is true and correct; *and*
- 2) all requirements for a complete 2000 IMLS Technical Assistance Grant application have been fulfilled; *and*
- 3) the applicant is providing and will comply with the applicable certifications regarding federal debt status, debarment and suspension, non-discrimination, drug-free workplace, and lobbying activities, as set forth in the Assurances Statement above.

Should my organization receive a grant, the organization and I will comply with all requirements of the IMLS Grants Regulations (45 CFR 1180), all statutes outlined above, and all other applicable Federal statutes and regulations.

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 Signature of Authorizing Official

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 Date

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 Name and Title of Authorizing Official (Type or Print)

# Checklist for Technical Assistance Grant Application

Before mailing your application, please make certain that you have taken the following steps:

## Please check

Completed **all** sections of the application form.

\_\_\_\_\_

Listed the tribe, Alaska village or Alaska corporation as the name of the applicant. Schools, tribal colleges, departments of education or libraries are not eligible applicants, although they may be involved in the administration of this program.

\_\_\_\_\_

Included a copy of a consultant's resume if one has been identified.

\_\_\_\_\_

Included an Assurance form signed by the authorized certifying tribal official. The authorized certifying official is often the tribal chief executive or their authorized designee. The required signature must be an original, not a photocopy or stamp.

\_\_\_\_\_

Included the original and a copy of the complete application form.

\_\_\_\_\_

**Please include a copy of the completed checklist when you mail the application.**



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**PART 4**  
**ENHANCEMENT**  
**GRANT**





## Enhancement Grants

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### ELIGIBILITY

Indian tribes and Alaska Native villages are eligible to apply for an Enhancement Grant only if they have applied for a Basic Library Services Grant in the same fiscal year. For example, an applicant submitting an application in 2000 for an Enhancement Grant must also be eligible to receive and must have submitted an application for a Basic Grant in 2000.

IMLS staff determine whether an applicant is eligible and whether an application is complete. IMLS staff may contact applicants for information needed to make an eligibility determination. If an applicant is determined to be ineligible, the application will be rejected without evaluation. Incomplete applications are subject to rejection without evaluation. Applicants will be notified by mail if they are rejected.

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### PURPOSE OF PROGRAM

Enhancement grants are made to support: 1) projects that address the goals of the Library Services and Technology Act (LSTA); 2) the performance of library activities relating to the collection and organization of materials; and 3) improvements in accessibility of materials and services.

Projects may enhance existing library services or implement new library services, particularly as they relate to the goals of the LSTA listed below:

- establishing or enhancing electronic linkages among or between libraries;
- electronically linking libraries with educational, social, or information services;
- assisting libraries in accessing information through electronic networks;
- encouraging libraries in different areas, and encouraging different types of libraries, to establish consortia and share resources;
- paying costs for libraries to acquire or share computer systems and telecommunications technologies; and
- targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line.

The services listed above are not in priority order and all are of equal importance.

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### HOW ARE GRANTS MADE?

All eligible and complete applications will be competitively reviewed. All eligible applications for Enhancement Grants will be evaluated by individual field review and/or panel review. Reviewers will have expertise in the types of activities identified in the proposed projects. Reviewers will be drawn from professionals in the field and from areas of expertise as determined by the Director. The Director will make funding decisions based on the evaluations by reviewers and the overall goals of the Native American Library Services program.

Reviewers will be instructed to evaluate the proposed projects according to the criteria identified in these guidelines. Applicants should address all criteria in the application narrative.

## Application Elements and Evaluation Criteria

You must address all of the evaluation criteria and in the same order in which they are listed below. Each criterion should be followed by a comprehensive description. Since reviewers base their evaluations only on the information presented in your application, it is important that you prepare a clear, concise, well organized document. The first seven criteria listed should be addressed in the application narrative. The eighth criterion, the budget, should be addressed in a separate section.

### APPLICATION NARRATIVE

#### STATEMENT OF NEED

Include a statement of need as it relates to the library and the community. Include information such as:

- a description of the community,
- current status of the library,
- how the proposal will improve library services, and
- impact on the community from improved library services.

#### PROJECT DESIGN

Include a description of the proposed project plan. Include information such as:

- clear goals and objectives,
- approach for accomplishing project goals,
- action steps and activities to implement the project,
- how this project is of sufficient scope to create positive change in the library system, and
- plan to maintain and continue the positive changes after the period of Federal funding.

#### MANAGEMENT PLAN

Describe the management plan demonstrating the strategy for completing a successful project. Include information such as:

- how oversight will be provided for the various action steps and activities,
- evidence that applicant is capable of implementing the project plan,
- evidence that applicant is capable of successfully completing the project by deploying the appropriate personnel, facilities, equipment and supplies, and
- experience with sound financial planning and management.

#### PERSONNEL

Identify the management staff and library staff who will implement this project. Include information such as:

- qualifications to accomplish the project goals and objectives,
- experience and expertise in the specific areas to which they will be assigned for this project, and
- adequate time commitment for the successful completion of the project.

*Note: You must attach resumes for all people who will serve on this project. Maximum length of resumes: two pages per person. For new positions to be paid from grant funds, include a position description. You do not need to identify persons to be hired for new positions.*

**EVALUATION**

Describe the approach and methodology to be used for monitoring and assessing the activities of the project. Include information such as:

- baseline data to judge how much was achieved,
- evidence of ongoing and comprehensive evaluation to assess progress,
- measurement of outcomes for each objective, impact of changes, success and possible improvement areas for the future,
- measurement of community satisfaction with new or improved services, and
- plan for documenting final results - both expected and unexpected.

**MODEL PROJECT**

Describe how this project will serve as a model for other Native American or community libraries and how information about this project will be shared within the library community. Include information such as:

- improvement of service to the community and library users,
- documentation of project results, and
- broad dissemination of project results locally and to the Native American library community using a variety of appropriate media.

**TECHNICAL KNOWLEDGE**

Projects using technology will also be evaluated by this criteria. Describe how the project utilizes technology. Include information such as:

- demonstration that the project employs the most promising, innovative or appropriate technology for proposed activities (whether purchased, leased, or outsourced),
- ability to service, maintain and upgrade proposed hardware and software, and
- evidence of commitment to share technical knowledge gained during the project.

**BUDGET SECTION****THREE-PART BUDGET**

Demonstrate that the budget is appropriate and cost efficient. The proposal must include a three-part budget: 1) budget narrative; 2) detailed budget table; and 3) summary budget table. The budget should include costs to be supported by IMLS funds, applicant and third-party matching and cost sharing, and any costs to be supported by other Federal agencies. Only those costs attributable to achieving specific project activities should be included in the budget. IMLS funds may not be requested for more than 80% of the total project costs. Other Federal funds may not be counted as cost sharing or matching funds.

Applicants who receive Enhancement Grant awards must attend an annual grantee meeting. As part of your travel budget, include \$2000 per year for attendance at the Enhancement grantees meeting. The \$2000 per year should come from IMLS funds.

The budget narrative should explain all elements of the detailed budget, including a justification for all proposed costs. The budget narrative should explain how the proposal is cost effective. For example, if the project includes the creation and maintenance of a web site, explain whether it is more cost effective to contract out that activity or to train library staff to perform the activity. The budget narrative should clearly and specifically identify sources of cost sharing and matching contributions. For third party contributions, applicants must indicate whether the contributions are assured or pending.

A detailed budget should be prepared for year one and year two (if applicable). It should include specific cost categories and identify whether support is requested from IMLS or is part of cost sharing. On the detailed budget sheet, the “No.” refers to the number of staff. The “method of computation” refers to how the cost is determined. For example, if a staff member will devote part of his/her time to the project, the total amount charged to the project could be determined either by number of hours multiplied by the hourly wage or by percentage of staff time multiplied by the yearly salary. Consultant fees should identify costs by hourly rates or daily fees.

The summary budget should clearly identify the amount requested from IMLS, the amount provided by the applicant, by any partners and from any other sources for cost sharing and matching (both direct and in-kind support).

If indirect costs are requested from IMLS and/or used in cost sharing, a copy of the approved Federally negotiated indirect cost agreement must be attached to the application if the rate exceeds 20%. IMLS will not pay indirect costs at a rate greater than 20% for applicants without an approved Federally negotiated rate. Copies of the approved Federally negotiated indirect cost agreements must be current as of the beginning of the grant period, which is October 1, 2000. Expired rate agreements will not be considered. The rate that is in effect as of the beginning of the grant period shall remain in effect for the duration of the grant period, whether it is a one or two-year grant. No changes in the indirect rate will be allowed once the grant is awarded. Care should be taken that expenses included in the organization's indirect costs are not charged to the project as direct costs. All applicants are encouraged to allocate indirect costs as cost sharing or matching.

Read the following section, Conditions of a Grant, carefully since it contains additional information relevant to preparing your budget.

## Conditions of a Grant

### USE OF FUNDS

Funds may be used for such costs as salaries for library personnel, planning and needs assessments, inservice training of library personnel, library materials (including books, journals, electronic resources and equipment), library supplies, telecommunication services and equipment and fees for participation in networks

and consortia that provide the library with direct services. No more than 20% of the granted funds may be used for indirect costs, unless the applicant has a current, Federally negotiated indirect cost rate.

#### LIMITS ON USE OF FUNDS

Grant funds may not be used for construction, contributions to endowment funds, social activities, ceremonies, entertainment, or pre-grant costs. Government-wide cost principles apply.

#### GRANT PERIOD

Applicants may request either a one or two-year grant. Once funds are awarded, funds must be expended within the specified grant period. The grant period begins no earlier than October 1, 2000 and begins no later than December 31, 2000. A no-cost extension to the grant period may be requested from the Director of IMLS. A grantee receiving a two-year Enhancement Grant from IMLS may not apply for another Enhancement Grant covering the same time period as the second year of the grant.

#### GRANT AMOUNT

An applicant may request up to a total of \$150,000 regardless of whether the grant period is one or two years. An IMLS grant may not pay for more than 80% of Enhancement Grant activities. For example, if total project costs are \$100,000, the maximum amount requested from IMLS would be \$80,000. The applicant would supply the remaining \$20,000 as cost sharing, including indirect costs if desired. IMLS will review and negotiate budgets as necessary. Applicants may be granted an amount less than that requested. Grants will be made in September 2000 from fiscal year 2000 funds.

#### COST SHARING

Your cost sharing will comprise at least 20% of the total project costs. Your cost sharing may consist of:

- cash contributions
- earned income
- equipment
- in-kind contributions
- materials and supplies

You may not use Federal funds as part of your cost sharing. In-kind contributions (such as staff time, donated services, supplies, and space) may be used as cost sharing if they relate specifically to your Enhancement Grant project.

Indirect costs may be used as cost sharing. Indirect costs, often referred to as overhead costs, are not attributable to a specific project or activity of an organization.

**LIMITS ON FUNDING**

An Indian tribe may submit only one application for an Enhancement Grant in a fiscal year. A tribe may not receive a subsequent Enhancement Grant until the close of any previous Enhancement Grant.

**NOTIFICATION OF GRANT**

No information about the status of an application will be released until all applications have been reviewed and all negotiations are concluded. IMLS will notify applicants of final decisions in September 2000.

**PAYMENT, ACCOUNTING, AND REPORTING PROCEDURES**

A Federal accounting office handles the payment of Native American Library Services grants. Grant recipients may request cash advances or reimbursements as needed during the grant period. Payments are made electronically.

IMLS requires grant recipients to maintain a restricted account for funds received during the grant period. They do not need to maintain a separate bank account for IMLS funds; however, they must establish and maintain a separate accounting category within an internal accounting system to show that the IMLS funds have been used for grant costs only. This restricted accounting record must be adequate to satisfy normal auditing procedures. Grants are subject to the provisions of Office of Management and Budget audit requirements.

Grant recipients may be required to submit one or more interim performance reports; they are required to submit a final performance report and a final financial report. Interim reports must be submitted within 30 days of the end of each six-month period. Final performance and financial reports must be submitted within 90 days of the close of the grant period. IMLS will provide report forms and instructions.

## Preparing the Application Package

An application requesting an Enhancement Grant through the Native American Library Services program of the IMLS must include the following materials organized in the order listed:

1. Face Sheet
2. Abstract
3. Narrative (includes all evaluation criteria except “Budget”)
4. Schedule of Completion
5. Budget
  - a. Budget narrative
  - b. Detailed budget forms
  - c. Summary budget form
6. Signed Assurances Form
7. Attachments

For example:

  - a. Resumes of all staff involved in project
  - b. Position descriptions for new positions for which IMLS funding is requested
  - c. Current approved Federally negotiated indirect cost agreement, etc.

The applicant must submit one original [with original signature(s) of authorizing official(s)] and six copies of the entire application, plus two additional copies of the face sheet. No submitted application materials will be returned.

Do not place the original or copies in binders or notebooks.

Use a typeface that contains no more than six lines per vertical inch. Do not use a condensed typeface. It is essential that reviewers can easily read the information you provide.

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### FACE SHEET

The face sheet is provided. Use or replicate this form.

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### ABSTRACT

An abstract of no more than one page, single spaced (600 word maximum) should describe the primary goals of the proposed activities and present an overview of the design of the project to achieve those goals. Describe anticipated results.

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### NARRATIVE

A narrative of no more than 10 single-spaced, one-sided pages should address the evaluation criteria listed on pages 4.4-4.5. Your narrative should include sections on: statement of need, project design, management plan, personnel, evaluation, model project, and technical knowledge, if applicable. The narrative should provide a comprehensive description for each of the criterion and they should appear in the order listed. Make it clear to reviewers why you are proposing the project, what the project entails, how the activities will be accomplished, who will be involved, when the activities will take place, and how the project will be managed, evaluated and sustained.

If your project involves materials currently under copyright, you should indicate what has been done to secure the necessary permission to copy or to publish the materials.

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**SCHEDULE OF  
COMPLETION**

A schedule of completion should show when each major activity will occur and its duration. Benchmarks for progress of the project should be identified. The schedule of completion should correspond to the activities described in the narrative. A sample schedule of completion is provided with the application package on page 4.20.

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**BUDGET**

Include all three required sections: 1) budget narrative; 2) detailed budget; and 3) summary budget. See pages 4.5-4.6 for instructions.

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**SIGNED  
ASSURANCES  
FORM**

To be considered for a grant, the certified authorizing tribal official must read and sign the Assurances form. Photocopies or stamps of signatures will not be accepted on the original form. Indicate the title of the official.

The authorizing official may be the organization's chief executive officer or an executive member of the organization's governing body.

The application is not complete unless it has been signed by the authorizing official.

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**ATTACHMENTS**

Resumes or vitae of no more than two pages each for all key personnel (both staff and consultants) must be included. For new positions for which IMLS funding is requested, include position descriptions. Provide a copy of a current approved Federally negotiated indirect cost agreement if the rate is above 20%. Also, applicants should include documents that specifically relate to the justification for the project. Information may include needs assessments, reports from planning activities, products or evaluations from previously completed or ongoing projects of a similar nature or other documents for the evaluation of the proposal.



## Sending the Application to IMLS

Mail or hand-deliver applications to:

Office of Library Services, Room 802  
Institute of Museum and Library Services  
1100 Pennsylvania Avenue NW  
Washington, DC 20506

Within 15 days after the application deadline, IMLS will mail applicants an acknowledgment form with an application log number. If this form is not received, contact IMLS to make sure the application was received.

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**HAND  
DELIVERY**

IMLS accepts hand-delivered applications between 9:00 a.m. and 4:30 p.m. (Eastern Time) daily, except Saturday, Sunday and Federal holidays. IMLS will provide a dated receipt at the time of delivery.

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**MAIL  
DELIVERY**

Mailed applications must be postmarked no later than the application deadline:

**May 1, 2000**

IMLS may ask for proof of mailing if the postmark date on the package cannot be read.

IMLS will accept a legible receipt stamped by the U.S. Postal Service or a legible dated shipping label, invoice or receipt from a commercial carrier. IMLS will not accept private metered postmarks or private mail receipts unless they contain a legible date stamped by the U. S. Postal Service.

IMLS recommends certified or registered mail, "return receipt requested," when using the U.S. Postal Service.

*Note: The U. S. Postal Service does not always postmark a package when it receives one. Ask to have the package dated, then verify that it is properly date stamped.*

**Applications that do not meet the postmark deadline will be rejected.**



## Face Sheet for an Enhancement Grant

1. Name of Tribe or Alaska Village/Corporation

2. Applicant's Mailing Address

3. City

4. State

5. ZIP Code

6. Name of Tribe's Chief Executive

7. Business Phone of Chief Executive

8. Name of Project Contact ☐ Mr. ☐ Ms. ☐ Dr.

9. Business Phone of Project Contact

10. Affiliation of Contact (name of library, school, etc.)

11. Project Contact's Mailing Address

12. City

13. State

14. ZIP Code

15. FAX Number of Contact (if available)

16. E-mail Address of Project Contact (if available)

17. Institutional Profile

Schedule of open hours

Number of library staff

Number of circulation transactions per year

Number of holdings (books, subscriptions, media)

Does the library have access to the Internet?

Does the library provide public access to the Internet?

Amount of operating budget for library services in most recently completed fiscal year

Part-time \_\_\_\_\_ Full-time \_\_\_\_\_

18. Grant Amount Requested

\$ \_\_\_\_\_

19. Amount of Cost Sharing

\$ \_\_\_\_\_

20. Total Project Costs

\$ \_\_\_\_\_

21. Grant Period (check one)

☐ one-year grant ☐ two-year grant



# Project Budget Form Front

YEAR 1

## SECTION 1: DETAILED BUDGET

Name of Applicant \_\_\_\_\_

IMPORTANT! READ INSTRUCTIONS ON PAGE 4.5-4.6 BEFORE PROCEEDING.

## SALARIES AND WAGES (PERMANENT STAFF)

NAME/TITLE	No.	METHOD OF COST COMPUTATION	IMLS	MATCH	TOTAL
_____	( )	_____	_____	_____	_____
_____	( )	_____	_____	_____	_____
_____	( )	_____	_____	_____	_____
_____	( )	_____	_____	_____	_____
TOTAL SALARIES AND WAGES			\$	_____	_____

## SALARIES AND WAGES (TEMPORARY STAFF HIRED FOR PROJECT)

NAME/TITLE	No.	METHOD OF COST COMPUTATION	IMLS	MATCH	TOTAL
_____	( )	_____	_____	_____	_____
_____	( )	_____	_____	_____	_____
_____	( )	_____	_____	_____	_____
_____	( )	_____	_____	_____	_____
TOTAL SALARIES AND WAGES			\$	_____	_____

## FRINGE BENEFITS

RATE	SALARY BASE	IMLS	MATCH	TOTAL
_____	% of \$	_____	_____	_____
_____	% of \$	_____	_____	_____
_____	% of \$	_____	_____	_____
TOTAL FRINGE BENEFITS		\$	_____	_____

## CONSULTANT FEES

NAME/TYPE OF CONSULTANT	RATE OF COMPENSATION (DAILY OR HOURLY)	NO. OF DAYS (OR Hrs) ON PROJECT	IMLS	MATCH	TOTAL
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL CONSULTATION FEES			\$	_____	_____

## TRAVEL

FROM/TO	NUMBER OF: PERSONS DAYS	SUBSISTENCE COSTS	TRANSPORTATION COSTS	IMLS	MATCH	TOTAL
_____	( ) ( )	_____	_____	_____	_____	_____
_____	( ) ( )	_____	_____	_____	_____	_____
_____	( ) ( )	_____	_____	_____	_____	_____
_____	( ) ( )	_____	_____	_____	_____	_____
TOTAL TRAVEL COSTS				\$	_____	_____

# Project Budget Form Back

YEAR 1

## SECTION 1 CONTINUED

## MATERIALS, SUPPLIES AND EQUIPMENT

ITEM	BASIS/METHOD OF COST COMPUTATION	IMLS	MATCH	TOTAL
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
TOTAL COST OF MATERIALS, SUPPLIES & EQUIPMENT \$		_____	_____	_____

## SERVICES

ITEM	BASIS/METHOD OF COST COMPUTATION	IMLS	MATCH	TOTAL
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
TOTAL SERVICES		\$ _____	_____	_____

## OTHER

ITEM	BASIS/METHOD OF COST COMPUTATION	IMLS	MATCH	TOTAL
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
TOTAL COST OF OTHER		\$ _____	_____	_____
TOTAL DIRECT PROJECT COSTS		\$ _____	_____	_____

## INDIRECT COSTS

Select either item A or B and complete C. (see page 4.6-4.7 for an explanation of indirect costs)

Applicant is using

- A. an indirect cost rate which does not exceed 20% of direct costs
- or
- B. a current approved indirect cost rate negotiated with a Federal agency

\_\_\_\_\_  
Name of Federal Agency

\_\_\_\_\_  
Effective Date of Agreement

C. Rate Base Amount

% of \$ \_\_\_\_\_

= TOTAL INDIRECT COSTS

\$ \_\_\_\_\_

(TOTAL DIRECT  
PROJECT COSTS)

INDIRECT COSTS REQUESTED FROM IMLS

\$ \_\_\_\_\_

INDIRECT COSTS CONTRIBUTED BY APPLICANT

\$ \_\_\_\_\_

TOTAL PROJECT COSTS  
(TOTAL DIRECT & TOTAL  
INDIRECT PROJECT COSTS)

\$ \_\_\_\_\_

# Project Budget Form Front

YEAR 2 (IF APPLICABLE)

## SECTION 1: DETAILED BUDGET

Name of Applicant \_\_\_\_\_

## SALARIES AND WAGES (PERMANENT STAFF)

NAME/TITLE	No.	METHOD OF COST COMPUTATION	IMLS	MATCH	TOTAL
_____	( )	_____	_____	_____	_____
_____	( )	_____	_____	_____	_____
_____	( )	_____	_____	_____	_____
_____	( )	_____	_____	_____	_____
TOTAL SALARIES AND WAGES			\$ _____	_____	_____

## SALARIES AND WAGES (TEMPORARY STAFF HIRED FOR PROJECT)

NAME/TITLE	No.	METHOD OF COST COMPUTATION	IMLS	MATCH	TOTAL
_____	( )	_____	_____	_____	_____
_____	( )	_____	_____	_____	_____
_____	( )	_____	_____	_____	_____
_____	( )	_____	_____	_____	_____
TOTAL SALARIES AND WAGES			\$ _____	_____	_____

## FRINGE BENEFITS

RATE	SALARY BASE	IMLS	MATCH	TOTAL
_____	% of \$ _____	_____	_____	_____
_____	% of \$ _____	_____	_____	_____
_____	% of \$ _____	_____	_____	_____
TOTAL FRINGE BENEFITS		\$ _____	_____	_____

## CONSULTANT FEES

NAME/TYPE OF CONSULTANT	RATE OF COMPENSATION (DAILY OR HOURLY)	No. OF DAYS (OR Hrs) ON PROJECT	IMLS	MATCH	TOTAL
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
TOTAL CONSULTATION FEES			\$ _____	_____	_____

## TRAVEL

FROM/TO	NUMBER OF: PERSONS DAYS	SUBSISTENCE COSTS	TRANSPORTATION COSTS	IMLS	MATCH	TOTAL
_____	( ) ( )	_____	_____	_____	_____	_____
_____	( ) ( )	_____	_____	_____	_____	_____
_____	( ) ( )	_____	_____	_____	_____	_____
_____	( ) ( )	_____	_____	_____	_____	_____
TOTAL TRAVEL COSTS				\$ _____	_____	_____

# Project Budget Form Back

YEAR 2

## SECTION 1 CONTINUED

## MATERIALS, SUPPLIES AND EQUIPMENT

ITEM	BASIS/METHOD OF COST COMPUTATION	IMLS	MATCH	TOTAL
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
TOTAL COST OF MATERIALS, SUPPLIES & EQUIPMENT		\$ _____	_____	_____

## SERVICES

ITEM	BASIS/METHOD OF COST COMPUTATION	IMLS	MATCH	TOTAL
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
TOTAL SERVICES		\$ _____	_____	_____

## OTHER

ITEM	BASIS/METHOD OF COST COMPUTATION	IMLS	MATCH	TOTAL
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
TOTAL COST OF OTHER		\$ _____	_____	_____
TOTAL DIRECT PROJECT COSTS		\$ _____	_____	_____

## INDIRECT COSTS

Select either item A or B and complete C. (see page 4.6-4.7 for an explanation of indirect costs)

Applicant is using

- A. an indirect cost rate which does not exceed 20% of direct costs
- or
- B. a current approved indirect cost rate negotiated with a Federal agency

\_\_\_\_\_  
Name of Federal Agency

\_\_\_\_\_  
Effective Date of Agreement

C. Rate	Base Amount			
_____	% of \$ _____	= TOTAL INDIRECT COSTS		\$ _____
	(TOTAL DIRECT	INDIRECT COSTS REQUESTED FROM IMLS		\$ _____
	PROJECT COSTS)	INDIRECT COSTS CONTRIBUTED BY APPLICANT		\$ _____
TOTAL PROJECT COSTS				\$ _____
(TOTAL DIRECT & TOTAL				
INDIRECT PROJECT COSTS)				



# Project Budget Form

## SECTION 2: SUMMARY BUDGET

Name of Applicant \_\_\_\_\_

IMPORTANT! READ INSTRUCTIONS BEFORE PROCEEDING.

### DIRECT COSTS

	IMLS	MATCH / COST SHARING	TOTAL
SALARIES AND WAGES	_____	_____	_____
FRINGE BENEFITS	_____	_____	_____
CONSULTANT FEES	_____	_____	_____
TRAVEL	_____	_____	_____
MATERIALS, SUPPLIES & EQUIPMENT	_____	_____	_____
SERVICES	_____	_____	_____
OTHER	_____	_____	_____
<b>TOTAL DIRECT COSTS</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>
<b>INDIRECT COSTS</b>	<b>\$ _____</b>	<b>\$ _____</b>	<b>\$ _____</b>

**TOTAL PROJECT COSTS** \$ \_\_\_\_\_

**AMOUNT OF CASH—MATCH** \$ \_\_\_\_\_

**AMOUNT OF IN-KIND CONTRIBUTIONS** \$ \_\_\_\_\_

**TOTAL AMOUNT OF COST SHARING (CASH AND IN-KIND CONTRIBUTIONS)** \$ \_\_\_\_\_

**AMOUNT REQUESTED FROM IMLS** \$ \_\_\_\_\_

**PERCENTAGE OF TOTAL PROJECT COSTS REQUESTED FROM IMLS** \_\_\_\_\_ %  
(may not exceed 80%)

Have you received or requested funds for any of these project activities from another Federal agency? *(please circle one)*      ☐ Yes      ☐ No

If yes, name of agency \_\_\_\_\_

Date \_\_\_\_\_

Amount requested \$ \_\_\_\_\_

# Schedule of Completion

This page is a sample format for a schedule of completion. Prepare yours in a similar manner, listing each major project activity discussed in narrative.

	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.
Activity 1	[Bar spanning Oct. to Nov.]											
Activity 2	[Bar spanning Nov. to Apr.]											
Activity 3	[Bar spanning Dec. to Mar.]											
Activity 4	[Bar spanning Jan. to Aug.]											
Activity 5	[Bar spanning Feb. to May]											
Activity 6	[Bar spanning Mar. to June]											
Activity 7	[Bar spanning Apr. to July]											
Activity 8	[Bar spanning May to Aug.]											
Activity 9	[Bar spanning June to Sept.]											
Activity 10	[Bar spanning July to Oct.]											
Activity 11	[Bar spanning Aug. to Nov.]											

## IMLS Assurances

*The IMLS is required to obtain from all applicants certifications regarding federal debt status, debarment and suspension, non-discrimination, and a drug-free workplace. Applicants requesting more than \$100,000 in grant funds must also certify regarding lobbying activities and may be required to submit a "Disclosure of Lobbying Activities" (Standard Form LLL). Some applicants will be required to certify that they will comply with other federal statutes that pertain to their particular situation. These requirements are incorporated in the assurances statement below. Review the Statement and sign the certificate at the end. If you receive a grant, you must comply with these requirements.*

### ASSURANCES STATEMENT

By signing the application form, the authorizing official, on behalf of the applicant, assures and certifies that, should a grant be awarded, the applicant will comply with the statutes outlined below and all related IMLS regulations. These assurances are given in connection with any and all financial assistance from the Institute of Museum and Library Services after the date this form is signed, but may include payments after this date for financial assistance approved prior to this date. These assurances shall obligate the applicant for the period during which the Federal financial assistance is extended. The applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in these assurances, and that the United States government has the right to seek judicial enforcement of these assurances, which are binding on the applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears on the application form.

### I. CERTIFICATIONS REQUIRED OF ALL APPLICANTS

#### FINANCIAL, ADMINISTRATIVE, AND LEGAL ACCOUNTABILITY

The undersigned, on behalf of the applicant, certifies that the applicant has legal authority to apply for Federal assistance and the institution, managerial, and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management, and completion of the project described in this application.

#### FEDERAL DEBT STATUS

The undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any federal debt.

#### DEBARMENT AND SUSPENSION

The undersigned, on behalf of the applicant, certifies to the best of his or her knowledge and belief that neither the applicant, nor its principals:

- A. are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
- B. have within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, or in connection with a violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- C. are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and

- D. have within a three-year period preceding this application/proposal had one or more public transactions (federal, state or local) terminated for cause or default.

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**NON-  
DISCRIMINATION**

The undersigned, on behalf of the applicant, certifies that the applicant will comply with the following nondiscrimination statutes and their implementing regulations:

- (a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 *et seq.*), which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity receiving Federal financial assistance;
- (b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*), which prohibits discrimination on the basis of disability in Federally-assisted programs;
- (c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-83, 1685-86), which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance;
- (d) the Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*), which prohibits discrimination on the basis of age in Federally-assisted programs;

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**DRUG-FREE  
WORKPLACE  
ACT OF  
1988**

- A. The undersigned, on behalf of the applicant, certifies that the applicant will or will continue to provide a drug-free workplace by
- (a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the action that will be taken against employees for violation of such prohibition;
  - (b) establishing an ongoing drug-free awareness program to inform employees about:
    - 1. the dangers of drug abuse in the workplace;
    - 2. the grantee's policy of maintaining a drug-free workplace;
    - 3. any available drug counseling, rehabilitation, and employee assistance programs; and
    - 4. the penalties that may be imposed on employees for drug abuse violations occurring in the workplace;
  - (c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
  - (d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
    - 1. abide by the terms of the statement; and
    - 2. notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace not later than five calendar days after such conviction;
  - (e) notifying the agency in writing within ten (10) calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the federal agency has designated a

central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant;

- (f) taking one of the following actions within thirty (30) days of receiving notice under subparagraph (d)(2) with respect to any employee who is so convicted:
    - 1. taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*); or
    - 2. requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law or other appropriate agency;
  - (g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
- B. The applicant shall either identify the site(s) for the performance of work done in connection with the project in the application material or shall keep this information on file in its office so that it is available for federal inspection. The street address, city, county, state, and zip code should be provided whenever possible.

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**LOBBYING  
ACTIVITIES  
(APPLIES  
TO  
APPLICANTS  
REQUESTING  
FUNDS IN  
EXCESS OF  
\$ 100,000)**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into of a cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than appropriated federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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**GENERAL  
CERTIFICATION**

The undersigned, on behalf of the applicant, certifies that the applicant will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing the program.

**II. CERTIFICATIONS REQUIRED OF SOME APPLICANTS**

The following certifications are required if applicable to the project for which an application is being submitted. Applicants should be aware that additional federal certifications, not listed below, might apply to a particular project.

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**HISTORIC  
PROPERTIES**

The undersigned, on behalf of the applicant, certifies that the applicant will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470f), Executive Order (E.O.) 11593, and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. § 469 *et seq.*).

*For further information on the certifications, contact IMLS at 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506*

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**CERTIFICATION  
OF  
AUTHORIZING  
TRIBAL  
OFFICIAL**

*(The applicant organization's authorizing official should sign the following certification **after** all other parts of the application form have been completed)*

I have examined this application and I hereby certify on behalf of the applicant organization that:

- 1) the information provided is true and correct; *and*
- 2) all requirements for a complete 2000 IMLS Enhancement Grant application have been fulfilled; *and*
- 3) the applicant is providing and will comply with the applicable certifications regarding federal debt status, debarment and suspension, non-discrimination, drug-free workplace, and lobbying activities, as set forth in the Assurances Statement above.

Should my organization receive a grant, the organization and I will comply with all requirements of the IMLS Grants Regulations (45 CFR 1180), all statutes outlined above, and all other applicable Federal statutes and regulations.

---

 Signature of Authorizing Official

---

 Date

---

 Name and Title of Authorizing Official (Type or Print)

## Checklist for Enhancement Grant Application

Before mailing your application, please make certain that you have taken the following steps:

	Please check
Face sheet (Listed the tribe, Alaska village or Alaska corporation as the name of the applicant)	_____
Abstract	_____
Narrative (Includes all evaluation criteria except budget)	_____
Schedule of completion	_____
Project budget	_____
Budget narrative	_____
Detailed budget forms	_____
Summary budget form	_____
Assurance form (Signed by the authorized certifying tribal official)	_____
Attachments (e.g. Resumes, Federally-negotiated indirect cost agreement, etc.)	_____
Included the original and six copies of the complete application form	_____
Included two additional copies of the face sheet	_____

**Please include a copy of the completed checklist when you mail the application.**



INSTITUTE  
*of* MUSEUM  
*and* LIBRARY  
SERVICES

Washington, DC 20506

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Official Business  
Penalty for Private Use, \$300

Bulk Rate  
Postage and Fees  
Paid  
Institute of  
Museum &  
Library Services  
Permit No. G-274

*Dated Material*  
OPEN IMMEDIATELY